

हाफकिन महामंडळाच्या खरेदी कक्षामार्फत करण्यात येणा-या औषधे व अन्य बाबींच्या खरेदीसंदर्भात मानक कार्यपद्धती (SOP) निश्चित करणेबाबत.

महाराष्ट्र शासन

वैद्यकीय शिक्षण व औषधी द्रव्ये विभाग

शासन निर्णय क्रमांक: वैशिवि-२०२३/प्र.क्र.०४/प्रशा-२

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तारीख: २८ फेब्रुवारी २०२३

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प्रस्तावना:-

सार्वजनिक आरोग्य विभागाच्या दि. २६.०७.२०१७ च्या शासन निर्णयानुसार हाफकिन महामंडळामार्फत शासनाच्या विविध विभागांसाठी व स्थानिक स्वराज्य संस्थांसाठी औषधे, तदनुषंगिक उपभोग्य वस्तु व वैद्यकीय उपकरणे इत्यादींची एकत्रित खरेदी करण्यासाठी खरेदी कक्ष स्थापन करण्यात आला. तसेच सार्वजनिक आरोग्य विभागाच्या अधिपत्याखालील आरोग्य संस्था, वैद्यकीय शिक्षण व संशोधन संचालनालयाच्या अधिपत्याखालील शासकीय वैद्यकीय महाविद्यालय व रुग्णालयांना आवश्यक असणारी यंत्रसामुग्री, साधनसामुग्री, उपकरणे, औषधे, सर्जिकल्स साहित्य व तदनुषंगिक बाबींची खरेदी मे.हाफकिन महामंडळामार्फत करणे बंधनकारक करण्यात आले. त्यानुसार सार्वजनिक आरोग्य विभाग व वैद्यकीय शिक्षण व संशोधन संचालनालयाच्या अधिपत्याखालील आरोग्य संस्थांना आवश्यक असणारी यंत्रसामुग्री, उपकरणे, औषधी, सर्जिकल्स साहित्य व अन्य तदनुषंगिक बाबींची खरेदीकरण्यासाठी संस्थाद्वारे निधी संक्षिप्त देयकांवर आहरित करून मे. हाफकिन महामंडळाच्या खरेदी कक्षास वर्ग करण्यात येतो. हाफकिन महामंडळास वर्ग करण्यात आलेल्या निधीमधून विविध बाबींची खरेदी करण्यासाठी महामंडळामार्फत निविदा प्रक्रिया राबवून उपरोक्त बाबींचा संबंधित संस्थांना पुरवठा करण्यात येतो. तथापि, विविध तांत्रिक व प्रशासकीय कारणास्तव हाफकिन महामंडळामार्फत निविदा प्रक्रिया राबवून सदर बाबींचा पुरवठा संस्थांना होण्यास विलंब होत होता. त्यामुळे रुग्णसेवेमध्ये अडचणी निर्माण होत असल्याने, संस्थांनी मागणीपत्र सादर करण्यापासून मे. हाफकिन महामंडळाच्या खरेदी कक्षामार्फत करण्यात येणा-या खरेदी प्रक्रियेमध्ये सुधारणा करण्याच्या अनुषंगाने मानक कार्यपद्धती (Standard Operating Procedure-SOP) निश्चित करण्याची बाब शासनाच्या विचाराधिन होती. त्यास अनुसरून पुढील प्रमाणे निर्णय घेण्यात येत आहे.

शासन निर्णय:-

मे. हाफकिन महामंडळाच्या खरेदी कक्षामार्फत वैद्यकीय शिक्षण व संशोधन संचालनालयाच्या अधिपत्याखालील संस्थांना आवश्यक असणारी यंत्रसामुग्री, उपकरणे, औषधे, सर्जिकल्स साहित्य व अन्य तदनुषंगिक बाबींची खरेदी प्रक्रिया राबविण्यात येते. तथापि मे. हाफकिन महामंडळाच्या खरेदी प्रक्रियेमध्ये निदर्शनास आलेल्या त्रुटी दूर करून खरेदी प्रक्रिया सुरळीत होण्याच्या अनुषंगाने आरोग्य संस्थांनी मागणी सादर करण्यापासून ते महामंडळामार्फत निविदा प्रक्रिया राबवून विविध बाबींचा संबंधित संस्थांना पुरवठा होण्यापर्यंतच्या प्रक्रियेसंदर्भात शासनाद्वारे “विवरणपत्र-अ” मध्ये नमुद “मानक कार्यपद्धती” (Standard Operating Procedure-SOP) निश्चित करण्यात आली असून सदर मानक कार्यपद्धतीनुसार सर्व खरेदी प्रक्रिया राबविण्यात यावी.

तसेच उपरोक्त सर्व खरेदी उद्योग, ऊर्जा व कामगार विभागाच्या दिनांक ०१.१२.२०१६ च्या शासन निर्णयातील तरतूदी व शासनाने वेळोवेळी निर्गमित केलेले शासन निर्णय, आदेश व सुचना विचारात घेऊन करण्यात यावी.

सदर शासन निर्णय महाराष्ट्र शासनाच्या www.maharashtra.gov.in या संकेतस्थळावर उपलब्ध करण्यात आला असून त्याचा संकेतांक २०२३०२२८११५६५९८२१३ असा आहे. हा आदेश डिजिटल स्वाक्षरीने साक्षांकित करून काढण्यात येत आहे.

महाराष्ट्राचे राज्यपाल यांच्या आदेशानुसार व नावाने.

(म. गि. जोगदंड)

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विवरणपत्र-अ

STANDARD OPERATING PROCEDURE
FOR
PROCUREMENT OF MEDICINES, CONSUMABLES AND
MEDICAL EQUIPMENT'S AT PROCUREMENT CELL
OF HAFFKINE BIOPHARMACEUTICAL
CORPORATION LIMITED.

1.0 Background

1.1 Haffkine Bio-pharmaceutical Corporation Limited (HBPCL) is company registered under the Companies Act, 1956 and is a Government of Maharashtra undertakings which is acting as the nodal agency for procurement of Medicine, consumable and Medical Equipment for various Medical Colleges, Civil hospital and health institutions under District Health Society. The Procurement Cell at Haffkine Bio-pharmaceutical Corporation limited is responsible for purchase of Medicine, consumable, and Medical Equipment as per the requirement of various institutions under Public Health Department and Medical Education Department.

The yearly demand is for the purchase of Medicines and consumable is made by departments (PHD and MEDD) through E-aushadhi & E-upakaran system. The consolidated demand is forwarded to the Procurement cell in the last quarter of preceding financial year by the Commissioner, Health Services and on approval of PHD funds are transferred to HBPCL for procurement by DHS. Also, the Commissioner of Medical Education and Research consolidates the yearly demand for drugs, consumable, and equipment and on approval by Medical Education and Drug Department, required funds are transferred to HBPCL for procurement by the Health Care Institutions (HCIs).

2. Scope

This document outlines the process which will be useful to speed up procurement of Medical Equipment, consumable, and Medicine at Procurement Cell, Haffkine Bio-pharmaceutical Corporation Limited. The document is divided into the following sub- sections:

- i. Timelines for Stakeholders
- ii. Eligibility Criteria for Bidders to participate in the bidding process for supply of Medical Equipment, consumable, and Medicine
- iii. Formation of Rate Contract for Medical Equipment's

3. Timeline for Stakeholder:-

Sr.No.	Stages	Particulars
1	Proposal submission by User	To purchase the medical equipment, consumable, and medicine for next year, the user shall submit the proposal by end of November of every year to DMER and DHS for final consolidation and issuance of Administrative Approval. This is useful for both the department for making budgetary provisions

2	Administrative Approval	The Administrative Approval shall be issued maximum by 15 th April of every Financial Year to Haffkine Bio-pharmaceutical Corporation Limited (HBPCL) for purchase of medical equipment, consumable, and medicine for that financial year.
3	Proposal submission to Haffkine Bio-pharmaceutical Corporation Limited (HBPCL)	Submission of proposal for purchase of medical equipment, consumable, and medicine shall be submitted within 7 days from the date of issuance of Administrative Approval (AA) by MEDD/PHD The proposal shall consist of list of consignee for supply of respective materials.
4	Standardization of Technical Specifications for Medical Equipment and Consumable	The DMER and DHS shall standardize Technical Specifications for Medical Equipment and consumable considering their usage. The same technical specifications shall be utilized by the HBPCL for procurement of specified Medical Equipment and consumable.
5	Introduction of Rate Contract for Medical Equipment, consumable and Medicine	Standard Rate Contract shall be prepared for procurement of recurring items so that the user can place direct order to Rate Contract Supplier.
6	Procedure for registration of suppliers	The HBPCL shall create online portal for Registration of Supplier as per Rule 150 of GFR 2017 read with clause 3.4 of Manual for procurement of Goods, June 2022
7	Submission of Pre-bid queries by the bidder during bid process	The bidder shall submit the pre-bid queries before the scheduled pre-bid meeting. However, the bidder shall submit the written queries, discussed in the pre-bid meeting within 24 hours of pre-bid meeting to HBPCL. No queries after 24 hours of pre-bid meeting will be entertained by the HBPCL.
8	Presence of User in the pre-bid meeting	The Dean or HoD shall ensure the presence for pre-bid meeting. In the absence of User in the Pre-bid meeting, HBPCL shall continue with pre-bid meeting schedule and report it to the DMER or DHS depending upon their requirement.

9	Submission of responses to Pre-bid queries or technical specifications discussed in the pre-bid meeting during bid process	The Significant delay has been observed in getting the response to pre-bid queries from the Users. This has delayed the entire procurement process beyond the timeline mentioned in the tender document. In order to completed procurement on time, the user shall submit the responses to queries raised in the pre-bid meeting within 3 days from the date of pre-bid meeting to HBPCL. In case if user fails to submit the responses within specified time, HBPCL shall go ahead as per terms and conditions of published Tender document.
10	Technical evaluation of bid received by HBPCL	The Technical Evaluation shall be completed within 15 days from the date of opening of Technical Proposals of bidders.
11	Demonstration of technical specifications and performance	Before the opening of the Price Bid, immediately after the opening of Technical bid, the tenderer shall arrange for demonstration of offered items at Mumbai or designated place at own cost, either directly or through authorized Dealer /Distributors, as the case may be, for verification by the Tender Inviting Authority, whether the offered items meets the technical specification, accuracy and other quality parameters as indicated in Bid document, if required by the Tender Inviting Authority. The tenderer should be prepared to do so by keeping one sample unit of the same make/model accessories ready at his/her disposal.
12	Financial Envelop opening	The Financial envelop of technically qualified bidder/s shall be opened within three days from the date of successful completion of technical evaluation.
13	Issuance of Work order	The HBPCL shall ensure issuance of work order to the Successful Bidder within 7 days from the date of approval of TAC.
14	Pre delivery inspection (PDI) by indenting user	The HBPCL and indenting user shall ensure pre delivery inspection (PDI) as per the timelines mentioned in the bid document. In case the supplier fails to complete the PDI as per timeline, penalty for delay in supply shall be

		enforced.
15	User Acceptance Certificate	The User shall issue User Acceptance Certificate within 7 days from the date of successful installation of equipment/ supply of consumable/medicine to HBPCL. Delay in User Acceptance Certificate for beyond stipulated timelines will attract penal or disciplinary action.
16	Recovery of Liquidated damages	<p>The HBPCL shall adhere to timelines given the tender documents. Any delay in supply of materials or short supply of material will be compensated in the form of liquidated damages. The HBPCL shall maintain complete track record of every tender from Date of Administrative approval till completion of supply.</p> <p>The HBPCL shall debar such defaulters for two years from participating against the tender enquiry floated by HBPCL. Also, the defaulter bidder shall be delisted or deregister from the Registered Supplier List of HBPCL.</p>
17	Status of Supply vis-à-vis the fund transferred to HBPCL	<p>The HBPCL shall maintain the reconciliation statement regarding items supplied against the provided funds.</p> <p>The Manager, Finance, Manager, (Equipment) and Manager (Pharmacy) shall be responsible preparation of reconciliation statement. Additional Manpower will be deployed in order to addressed this issue.</p>
18	Revision of Earnest Money Deposit amount	Amount of bid security should ordinarily range between two percent to five percent of the estimated value of the goods to be procured. The bid security may be accepted in the form of Account Payee Demand Draft, Fixed Deposit Receipt, Banker's Cheque or Bank Guarantee from any of the Commercial Banks or payment online in an acceptable form, safeguarding the purchaser's interest in all respects. The bid security is normally to remain valid for a period of forty-five days beyond the final bid validity period.

		Bid securities of the unsuccessful bidders should be returned to them at the earliest after expiry of the final bid validity and latest on or before the 30 th day after the award of the contract. (Refer Rule 170 of GFR,2017)
19	Empanelment of Contractors	<p>As per sub clause 3.4.9 of Manual of Procurement of Good, June 2022, Public authorities may empanel/ register contractors of those specific goods and services which are required by them regularly. Performance of such empaneled contractors should be reviewed periodically. The list of registered contractors shall be updated on a regular basis. The category/ class of contractors may be upgraded/ downgraded, or contractors may be de-listed based on their performance.</p> <p>Empanelment of contractors shall be done in a fair and equitable manner, preferably online after giving due publicity.</p>
20	Registration of Medical Equipment, consumable, and Medicine on GeM Portal	<p>The HBPCCL shall ensure mandatory registration of supplier's product on GeM portal to avail the benefit of registered supplier of HBPCCL.</p> <p>The product uploaded on GeM portal shall remain live all the time.</p> <p>The HBPCCL shall not issue the Vendor Registration Certificate to bidder if he or she has fails to upload the product on GeM portal.</p>
21	Digitalization of Procurement Cell, HBPCCL	The HBPCCL shall ensure end to end digitalization of procurement cell within 1 years.
